10 Expectations

1. Honesty & Integrity
2. Communication
3. Think of the Entire Team
4. Look at the Big Picture
5. Treat People Fairly
6. Anticipate deadlines
7. Develop relationships
8. Be a Role Model
9. Accountability
10. Follow Up

New tool will increase efficiency

WebTMA will work with inventory, scheduling and work orders

The Facilities Division will begin using WebTMA, a computerized maintenance management system, in August, which will help increase communication between departments and transform many paper processes into paperless systems.

“WebTMA will improve our communication to be much more efficient about our work,” said Jolene King, Assistant Vice President for Facilities Administration and Occupational Health & Safety. “It’s an extremely exciting, robust system that will help us become more integrated in our work.”

The system is comprised of many modules, which enabled Facilities IT to configure it to work for the Facilities Division specific needs.

Plan looks to promote pedestrian, cyclist safety

As part of the new Campus Master Plan, which was approved by the University of Alabama System Board of Trustees earlier this year, the Planning Design and Construction department is planning to make changes to streets on campus.

“These changes are called road diets because we’re essentially narrowing the current street to accommodate for bike lanes and pedestrian improvements,” said James Fowler, Director of PD&C’s Team U. “These changes will increase overall safety for drivers, cyclists and pedestrians, and will create a recognizable campus zone.”

The first target for these projects will be 10th Avenue between 8th and 18th streets. This stretch of roadway has high volumes of pedestrians that are crossing very wide intersections. There have been multiple incidents of pedestrians being struck in this area over the past several years.

Currently, the roadway in this area is four lanes wide. The proposed plan would create a three lane cross-section with the addition of bike lanes and what are called curb extensions. These zones

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“This isn’t a run of the mill solution that is the same for everyone,” said Kevin Binkowski, Information Systems Specialist III for Facilities IT. “The modules Facilities chose to use will really enhance our workflows and streamline processes that have been cumbersome in the past. We’re stepping forward in terms of technology with WebTMA.”

Nearly every group within the Facilities Division will experience some implementation of WebTMA. It will provide solutions for custodial management, which the Division has not had. It will also handle work orders, inventory, scheduling and management of resources.

One major change with the new system is the new paperless purchase request routing system that some departments will be using. Once WebTMA goes live, supervisors will be able to replace their current paper purchase request process by creating purchase requests in WebTMA, and all purchase approvals will happen in the system, with individuals receiving electronic notifications when their approval is needed. Facilities will still use the campuswide Oracle system for processing transactions, once a purchase request is approved in WebTMA. Once a product is received, an email will be generated to the purchase requester letting them know it’s ready for pick up. Facilities Division customers will also be able to check the status of their work orders with the new system.

“We’re excited about this feature, as it helps give our customers more information and helps us provide better customer service,” King said. It’s going to be important for employees to have access to the system frequently to check notifications in regard to work orders, which is why more than 300 tablets have been ordered to accommodate the upcoming changes. Many supervisors will receive iPads, which will act as their mobile desks, to allow them to be connected as they move from area to area. Android tablets will be used by employees to complete their daily work, and should eliminate the kiosk waiting lines.

Training and testing sessions have been ongoing since June 13, and will continue through Friday, July 29th. The new system will go live August 1st.
Team U is one of four teams in the Planning Design and Construction Department, each handling specific areas of campus. Team U focuses on the Campus Master Plan, landscaping, Athletics, Parking & Transportation, among other things.

“Team U plays a vital role in the look and feel of the campus of UAB,” said Thom Anderson, Project Manager for Team U. “Our projects go beyond the new buildings being constructed or the renovations to existing buildings. We oversee campus master planning, campus greenspaces, campus pedestrian and bicycle pathways, vehicular parking lots and decks and athletic facilities. Team U works to provide the students, faculty and staff of UAB with a pleasant and accommodating campus experience.”

Boo Brown, Project Manager/Interior Designer for Team U, said the team members all have different backgrounds, from architecture to engineering to interior design, but that is what helps bring fresh perspectives their projects.

“We all come together and help each other or offer advice and gel as a team,” Brown said.

Team U doesn’t complete their projects alone, and they work with many groups within Facilities to enhance the campus atmosphere.

“I really enjoy working with our Grounds and Maintenance leadership” said Geoffrey Boyd, Project Manager/Landscape Architect for Team U. “Those groups do a lot of the heavy lifting to get these projects executed. It’s a team effort.”

Boyd said his favorite part of working in Facilities is the diversity of the work day, which can range from working on a large scale planning effort to focusing the placement of a bike rack.

Facilities Welcome Day moves Division forward

After two months and three sessions, more than 45 employees have been through the new Facilities Welcome Day (FWD) program. The program, which held its first session May 10, covers a wide range of topics, including the Facilities Division’s organization, the services the Division offers and the many departments within the Division.

“We have had a lot of great feedback from those who have come through already and we’ve been making adjustments as we go along,” said Sharon George, Manager of Facilities Human Resources. “We hope new employees take away from this program how what they do fits into the larger picture of the Facilities Division and the university.”

Several groups come through each session to educate employees on their role within the Division and projects they have completed. Julie Price, Coordinator of UAB Sustainability, said it’s a great opportunity to get employees excited about sustainability on campus.

“We don’t often get the chance to talk directly to our co-workers about the things our group does, so we get excited about sharing the great ways we’re promoting sustainability on campus,” Price said. “When they see a water bottle refilling station or a solar-powered umbrella on campus, they can be proud they’re part of the Facilities Division and all the work our group does.”

As part of the program, new employees are taken on a tour of campus, complete with lunch. The tour enables employees who might not be familiar with campus to understand all the services the Facilities Division provides. As part of that tour, employees stop at the campus Emergency Operations Center (EOC), which is run by the Department of Occupational Health and Safety’s Emergency Management, also part of the Facilities Division.

“The EOC is a fully operational hub in times of emergency, and it’s cool to see all the ways we connect personnel and bring together resources to make the campus safer,” said Kyle Boyett, Assistant Director of Emergency Management and Business Continuity for the Department of Occupational Health and Safety.

FWD is held monthly, and is expected to increase employees’ knowledge about the Facilities Division’s role at UAB, to encourage continuous improvement from employees and to give employees the resources they need to do their jobs.
How to prevent vector-borne diseases

The Zika virus continues to be detected over South and Central America. However, over 544 cases of the Zika virus have already been diagnosed in the United States as of May 18.

Those cases were all as a result of travelers who were infected abroad. Only about 20% of individuals infected with Zika will become ill.

Symptoms of this virus include; fever, rash, or joint pain. However, a Zika virus infection during pregnancy may lead to significant birth defects. To protect yourself from this virus, the CDC advises everyone to avoid traveling to areas that are experiencing epidemics, apply EPA-registered insect repellent to the skin. These products must include deet, picaridin, or oil and lemon eucalyptus.

While there have been no confirmed cases of the Zika virus disease being transmitted by mosquitoes in the United States, UAB’s Occupational Health & Safety warns it’s not the only vector-borne disease to protect against in warm weather.

Most vector-borne diseases have no cure, so it’s key to take steps to protect yourself as you plan your outdoor excursions:

- Use an effective insect repellent on skin and clothing
- Wear long sleeves and long pants (when it’s not too hot)
- Take care of our yards to get rid of standing water where mosquitoes lay their eggs
- Reduce brush, tall grasses, leaf litter, and harborage where ticks may like to hang out

More information about the Zika virus and how to protect yourself can be found on the CDC’s website at cdc.gov/zika.

13 tips for avoiding heat-related illnesses

Extreme heat causes more deaths than hurricanes, tornados, floods and earthquakes combined. Heat related illnesses occur when the body is not able to compensate and properly cool itself. The great news is extreme heat is preventable by following a few tips:

1 Listen to local weather forecasts and stay aware of upcoming temperatures.
2 Do not leave children or pets in the car unattended.
3 Stay indoors as much as possible and limit sun exposure.
4 Stay on the lowest floor out of the sunshine if air conditioning is not available.
5 Plan activities for early morning or late evening.
6 Weather strip doors and windows to keep cool air in.
7 Cover windows that receive morning or afternoon sunshine with drapes, shades or awnings.
8 Drink plenty of water, even if you do not feel thirsty. Avoid drinks with caffeine.
9 Stay indoors. If you do not have air conditioning, visit a cooling station such as your local library or mall.
10 Wear light weight and light colored clothing with sunscreen to reduce exposure to the sun.
11 Pace yourself in your outside activities.
12 Check on family, friends, and neighbors who do not have air conditioning and who spend much of their time alone.
13 Avoid extreme temperature changes.

UAB Occupational Health & Safety’s mission is to ensure employees have a safe workplace by providing services and knowledge necessary to protect themselves, the UAB community and the environment.

uab.edu/ohs
increase visibility for pedestrians who are waiting to cross the street. The project will also include enhanced ADA ramps and high-visibility crosswalks.

“At intersections, pedestrians are currently having to look around parked cars before they make their decisions to cross. These curb extensions will push the curb line further out into the roadway and will shorten the crosswalk distances by 7 to 14 feet,” Fowler said. “This will also make the pedestrians more visible to drivers.”

The 10th Avenue project is the first project of this kind for campus following the approval of the new Campus Master Plan, which outlined a vision for improved pedestrian safety, an infrastructure for bicyclists, and creating a campus pedestrian system.
**Department name changes to reflect mission**

The department of Small Business Inclusion, formerly known as Supplier Diversity, serves as a key way UAB promotes economic development in the surrounding community, by connecting the university with many small businesses.

“The reason for the name change is to more adequately reflect the economic importance of inclusion with small diverse businesses,” said Demetria Scott, Project Manager for Small Business Inclusion.

“Our focus is threefold: construction, procurement and professional services with small businesses. This is a business to business program.”

Small Business Inclusion hosts educational talks and events to connect small businesses to those who make purchasing decisions at UAB. Through these events, UAB employees are introduced to small, diverse businesses that they might not have made contact with otherwise.

“It is the University’s policy to provide opportunities for diverse business enterprises to ensure their fair consideration as vendors of our goods and services,” said Allen Bolton, Vice President for Financial Affairs and Administration, in a letter supporting the mission of Small Business Inclusion. “In establishing this policy,

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### Facilities Division Newsletter

**JULY 2016**

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Register for classes by contacting Laura Marsh at llmarsh@uab.edu or 934-1054.

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**Small Business Inclusion**

UAB is recognizing its responsibility to the communities that it serves and the society in which it conducts its business. The use of diverse business enterprises must be a part of our routine purchasing procedures.”

The main goal of Small Business Inclusion is to continue to educate the internal UAB community about the importance of inclusion with small diverse businesses and how easy it can be to make small changes that will lead to a huge impact in the local community.

For more information about Small Business Inclusion, contact Demetria Scott at dpscott@uab.edu or 934-9349 or visit uab.edu/facilities/departments/supplier-diversity.